

MEMORANDUM FOR: Executive Director
THROUGH : Deputy Director for Administration
FROM : Director of Personnel
Director of Medical Services
SUBJECT : Agency Health and Fitness Program

1. Action Requested: This memorandum contains recommendations regarding the Agency Health and Fitness Program for your approval.
2. Background: Participation in health promotion activities has become a national interest with growing attention being given to nutrition, physical fitness and healthful life styles. Employers are also taking on increasing interest in health promotion programs. These programs have the potential to benefit not only the individual participants, but also the sponsoring organization through increased productivity, lessening absenteeism and lowering health care costs. They can also play a vital role in reducing risks of work-related illness, accidents and disability.

Companies across the nation and state and federal agencies are all undertaking health promotion activities which include programs in such areas as detection and treatment of high blood pressure, alcohol and chemical abuse, smoking cessation, weight control, nutritional awareness, medical self-care, stress management and physical fitness.

Many of these preventive medicine programs have been developed for the Agency by the Office of Medical Services. There is also a physical

fitness room in the Headquarters Building which is under the aegis of the Office of Personnel. The fitness room is limited in scope because of space problems and it is not tied to the broader OMS preventive-occupational health programs.

3. Staff Position: In order to further improve health in the workplace, the Agency needs to make a significant preceptual change from a passive role to an active role in support of physical fitness, and to place greater emphasis on preventive-occupational health programs.

If these changes are made, one of the first areas requiring attention will be the Headquarters physical fitness room. This facility should be placed under the Office of Medical Services where it will have its strongest justification and value. There is not adequate space or equipment to support a comprehensive health promotion program at this time, but there is some hope for the future. If the Agency receives approval and funds for the construction of a new building, there should be an opportunity to consider the type of facility necessary to meet the future health and fitness needs of the Agency.

4. Recommendations: It is recommended that you approve the following actions to improve the Agency Health and Fitness Program:

a. The Office of Medical Services will, henceforth, be responsible for taking an active role in providing programs in support of the physical fitness of Agency employees. This is in recognition of the fact that physical fitness is an important ingredient in preventive medicine and that physical fitness is essential to the performance of a significant number of Agency assignments.

b. Responsibility of the Headquarters Fitness Room will be transferred from the Office of Personnel to the Office of Medical Services effective 1 July 1982. The supervisor of this facility, STAT [redacted] and his position will be transferred.

c. The Office of Medical Services will initiate plans and proposals for a Health and Fitness Center to be considered for the new building.

James N. Glerum

Robert A. Ingram, M.D.

CONCUR:

Deputy Director for Administration

Date

APPROVE:

Executive Director

Date

DISAPPROVE:

Executive Director

Date

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM

DD/Pers/SP
5E- 56 Hdqrs.

EXTENSION

NO.

DATE

19 April 1982

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED FORWARDER

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EA/Pers

19 APR 1982

Bob

Attached is a draft of a memorandum that would transfer responsibility for the Headquarters fitness room to OMS together with the slot, funds and []

STAT
STAT

2. DD/Pers

119 APR 1982

3

If you agree, I will review the draft with OMS. They appear to be ready to move on this.

STAT

3. D/Pers

19 APR 1982

Consequently this makes all this of

sense. We have long been frustrated by the limited capacity of our

present facility and, for that matter, lack of real interest by OMS.

They now are apparently ready to assume program. We lose a slot!

OK

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OKBP

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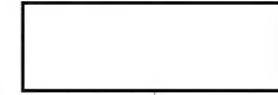
ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agency Health and Fitness Program

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|--|--|---------------|-----------|--------------------|--|
| FROM | | EXTENSION | NO. | | |
| DD/Pers/SP 5E-56 Hdqrs. | | DATE | | | |
| | | 21 April 1982 | | | |
| TO: (Officer designation, room number, and building) | | RECEIVED | FORWARDED | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
| 1. OGC - ZD-00 | | | | | |
| 2. | | | | | Attached is a draft memorandum which would transfer the Headquarters physical fitness room to OMS. We believe this would strengthen the justification for use of government funds for a new building facility. |
| 3. | | | | | |
| 4. | | | | | Also attached is a copy of an OGC opinion that concerns OMS because of Para 11. Do you see this as a problem for the new fitness room? Would the attached position descriptions help? |
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Attachments



STAT

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agency Health and Fitness Program

FROM: EXTENSION NO.
 DD/PETS/SP
 5E-56 Hdqrs.

DATE 20 April 1982

| TO: (Officer designation, room number, and building) | DATE | | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|--|----------|-----------|--------------------|---|
| | RECEIVED | FORWARDED | | |
| 1. OMS Attn: 1D-4054 Hdqrs. | | | | Attached is a draft memorandum recommending transfer of the Headquarters physical fitness room to OMS. We are ready to move ahead. Does this meet your needs? |
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Attachment